



# **THE CONSTITUTION**

**Of The**

**Georgia Rural Letter Carriers'  
Association**

**2019**

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## ARTICLE I

### Name

The name of this Association shall be the Georgia Rural Letter Carriers' Association. The Georgia Rural Letter Carriers' Association (GARLCA), by its Secretary-Treasurer, maintains custody and control of the State Association logo or symbol. Unauthorized use of the State Association name, logo, or symbol shall be addressed by the filing of an internal union charge or legal action or both. It shall have a seal of approved design by which all instruments issued by or under the authority of the State Association shall be authenticated, which seal shall be in the custody of the State Secretary-Treasurer.

## ARTICLE II

### Purpose

The purpose of this Association shall be to improve the methods used by Rural Mail Carriers, and to cooperate with the Postal Service and the National Rural Letter Carriers' Association and the public for the good of the service, to promote a fraternal spirit among the members, and to benefit their conditions of labor. It shall not affiliate with outside or striking organizations.

## ARTICLE III

### Members

#### **Section 1. Member in Good Standing.**

A "member in good standing" is a member who has made timely payment of dues and has not voluntarily withdrawn or been expelled or suspended by the Association.

#### **A. Classifications.**

The Active membership of this Association shall be composed of Rural Letter Carriers, Rural Letter Carriers as outlined in the NRLCA Constitution Article III Section 2.a.b.c.d.e.

#### **Section 2. Restrictions.**

Inasmuch as it is an unfair labor practice under the Labor Management Relations Act (LMRA) for any employer (including persons acting in that capacity) to dominate or interfere with the administration of any labor organization, it follows that employers, while they may be members, may not be candidates for office or serve as officers.

Members are prohibited from participation in the Association while serving in managerial or supervisory positions, such as Officer-in-Charge (OIC), Acting Supervisor (204-B) or Postmaster Relief (PMR) or acting in any capacity normally performed by a manager. Members who accept managerial positions shall be deemed to have resigned from all elected and appointed positions within the Association and shall be prohibited from holding any elected or appointed union positions for a period of one year from the last day served in that capacity.

#### **Section 3. Dues.**

All persons eligible to membership as defined in Article III, Section 1 may become a member upon payment of annual state, district and national per capita dues as hereby prescribed.

Dues:

*Annual State Per Capita dues shall be defined as follows per membership classification plus the National per capita dues as defined in the National Constitution.*

**A. Regular, PTF and Associate** - .1922% of the annual salary of a 40-hour step 1 from Table 2 of the evaluated schedule on July 1 of each year rounded to nearest whole dollar.

**B. Leave Replacements** (Substitutes, RCR, RCA, Auxiliary and ARC) - .1665% of the annual salary of a 40-hour step 1 from Table 2 of the evaluated schedule on July 1 of each year rounded to nearest whole dollar.

**C. Retired and Retired Associate** - \$50.00

The Association Secretary-Treasurer shall pay the dues withholding to the District Secretary-Treasurers quarterly as it is received by the State Association. The expense of the Junior Organization will be underwritten at a sum to be set by the State Board of Control.

Dues for Regular Carriers who were in good standing at the time of induction into the Armed Forces are hereby suspended for the time they are in the Armed Forces.

**D. Districts** shall retain \$6.00 per member.

**E.** Each District Association shall pay to the Secretary-Treasurer of the State Association an annual per capita tax as provided for in Article III, Section 3 of the Constitution for each of its members ten days before the convening of the State Convention.

**F.** The State Secretary-Treasurer shall pay to the Secretary-Treasurer of the National Association the annual per capita tax by the National Association, which has been collected from each member.

#### **Section 4. Family Plan.**

**A.** In addition to the above defined amounts, for those who have authorized deduction of such dues, annual State Auxiliary per Capita dues shall be designated as follows, plus the National Auxiliary per Capita dues as defined in National Auxiliary Constitution.

**B.** Regular rural Carriers \$4.00

**C.** Part Time flexible rural Carriers \$4.00

**D.** Substitute Rural Carriers \$2.00

**E.** Rural Carrier Associates \$2.00

**F.** Rural Carrier Reliefs \$2.00

**G.** Auxiliary Rural Carriers \$2.00

**H.** Retired Rural Carriers \$2.00

**I. Assistant Rural Carrier \$2.00**

These amounts shall be deducted pro-rata from NRLCA State Association dues by the NRLCA and remitted to the National Auxiliary quarterly.

Those NRLCA members who have signed an authorization for deduction of dues and do not wish to participate in the Family Plan may request a refund of Auxiliary dues. Such refund request must be in writing to the NRLCA Secretary-Treasurer not more than twenty (20) days and not less than ten (10) days prior to the beginning of each NRLCA fiscal year.

#### **Section 5. Membership Year.**

The Association year shall begin July 1st and end on June 30th.

#### **Section 6. District Units.**

##### **A. Affiliation.**

The State Association shall determine affiliation with the district units. The State Association shall have the authority to establish district units.

##### **B. Trusteeship-Purpose.**

The State Board may place any subordinate unit in trusteeship for any of the following reasons:

1. To uphold the principles of this Constitution;
2. To prevent or correct corruption or financial mismanagement;
3. To ensure performance of collective bargaining agreements or duties of a bargaining representative;
4. To restore democratic procedures;
5. To otherwise carry out the objectives of the Association

**C. Authority.**

The trustee shall assume immediate control of the subordinate unit with full authority over all officers and property. The trustee shall act in such capacity for the duration of the trusteeship.

**D. Hearing.**

The trusteeship hearing shall be held before a committee of three members within 30 days of imposing trusteeship. The members shall be selected as follows: one member selected by the State Board, one selected by the District Board in trusteeship and a chairman selected by the other two members. The committee shall have sole discretion regarding the conduct and procedures of the trusteeship hearing. Only Bar-gaining Unit Members may serve on this committee. No member of this committee shall be chosen from the District Association in trusteeship, or from the State Board. The committee shall report its findings and recommendations to the President of the State Board as soon as practical following the hearing. The State Board shall determine whether to continue or to terminate the trusteeship.

**E. Termination.**

The affected subordinate unit may petition the State Board to terminate the trusteeship at six-month intervals following the decision of the State Board. The board of the subordinate unit in trusteeship may appeal the decision of the State Board as provided in this Constitution. The State Board may terminate a trusteeship at any time.

## ARTICLE IV

### OFFICERS

**Section 1. Officers.**

**A.** The officers of this Association shall consist of President, Vice President, and Secretary-Treasurer who shall be elected for one year, or until their successors are elected and installed, and an Executive Committee of three members to be elected one each year for a three-year term.

**B.** A legislative Director shall be elected annually and may be a retired person. Legislative Director shall be entitled to vote on all matters coming before the State Board. These changes will be effective at the State Convention in 1990.

**C.** No District shall be entitled to more than two (2) Board of Control Members at any one time.

**Section 2. Duties.**

**A. President**

1. President shall preside at all meetings of the Association and the Board of Control, and enforce all laws thereof, fill all vacancies pro tem caused in any way in the Association, subject to the approval of the Board of Control; shall have the general direction of the its affairs, sign all orders legally drawn on the Secretary-Treasurer, and sign all papers and documents that require the Presidents' signature to properly authenticate them.

2. The President's decision upon all questions of law shall be final during the recess of his Association. The

President shall report all such decisions to the Association at its annual meeting for approval or rejection; such decisions, when approved shall have the effect and force of the general laws of the Association.

3. The President shall submit at each annual convention a written report of all official acts, and the President shall perform such other duties as the Constitution of this Association shall require.

4. All committees, unless otherwise provided, shall be appointed by the President.

5. Prior to any GARLCA State Meeting the President may choose a chaplain for that session. This chaplain shall conduct, on request of the President, prayers to a divine power of his or her understanding. If any member desires equal time for prayer to a divine power of his or her understanding it shall be granted without delay within these guidelines:

(1) Shall follow in order of their request to the President.

(2) Must be a member of an organized religion as recognized by U.S. Internal Revenue Service Codes

#### **B. Vice President**

1. The Vice President shall preside in the absence of the President, and in case of death, resignation, disqualification, refusal or neglect of the President, to discharge the duties of the President's office, the Vice- President shall become the President and serve until such time as a successor shall be duly elected and installed.

2. The Vice President shall submit at each annual convention a written report of all official acts and shall perform such other duties as the Constitution of the Association require.

#### **C. Secretary/Treasurer**

1. The Secretary-Treasurer shall keep a correct record of the proceeding of this Association, read, or cause to be read, all communications, reports, etc. The Secretary-Treasurer shall affix the seal of the Association to all official documents; and shall prepare for publication a correct copy of the proceedings of the annual convention, or special meeting of this Association, giving a complete statement of the condition of this Association, including a statement of the membership. This shall be made within three months after the close of each State Convention or special meeting.

2. The Secretary-Treasurer shall draw and attest orders in payment of properly itemized bills that have been approved by the Executive Committee all of which shall be paid on demand or as soon as possible thereafter.

3. The Secretary-Treasurer shall conduct the correspondence of this Association, keep records of and submit to the Board of Control when demanded.

4. The Secretary-Treasurer shall have charge of the seal, books, papers, and documents pertaining to this office and belonging to the Association.

5. The Secretary-Treasurer shall keep a record of the number, name and location of each local branch in the Association.

6. The Secretary-Treasurer shall receive all money due the Association and shall deposit promptly moneys received at a convenient depository, such deposits to be made in the name of the Georgia Rural Letter Carriers' Association, and any interest thereon shall be credited to the funds of the Association. Further provided, that the deposits of the funds of the Association shall be fully protected by bond at the expense of the depository, if possible. Funds in excess of the amount sufficient to care for the working needs of the Association may be invested in securities of the United States Government, approved depository, or deposited with Atlanta Postal Credit Union. Transfer of any funds from one depository to another and payments of such drafts and orders as may be drawn in accordance with the laws of the Association shall be made in such manner as may be prescribed by the Board of Control.

7. The Secretary-Treasurer shall make complete quarterly financial reports to the Board of Control and shall cause same to be published quarterly in *The Rural Bulletin*.

8. The Secretary-Treasurer shall close all entries in the books prior to the annual State Convention and submit at the convention a written report of all official acts; the Secretary-Treasurer shall also submit for publication in the minutes of the convention a detailed statement of receipts and expenditures of the Association's funds as shown by the books. These books shall be reviewed by the Executive Committee before the last day of the annual State Convention, who shall submit a report to the State Convention before its final adjournment.

9. The Secretary-Treasurer shall give each cash pay member upon payment of dues for the current year a membership card and receipt for dues amount paid.

10. The Secretary-Treasurer shall perform such other duties as the laws and regulations of this office may require.

11. The Secretary-Treasurer shall at the end of the term for which elected or upon earlier termination thereof and whenever called upon to do so by the Board of Control, account for and deliver over to said board or a successor in office, all moneys, books, papers, securities and other property of the State Association that may come into the Secretary-Treasurer's possession, except such as may have previously been legally disposed of.

12. The Secretary-Treasurer shall prepare and send credentials to the National Secretary-Treasurer for the delegate at large, regular delegates, and an appropriate number of alternates immediately following the State Convention. The credentials shall be embossed with the state's seal to verify authenticity.

13. Upon election of new Secretary-Treasurer the outgoing Secretary-Treasurer shall be paid union days of pay, plus travel expenses in the year following their last term. These days will be for the outgoing Secretary-Treasurer to train, assist, and support the incoming Secretary-Treasurer. The exact number and dates will be determined and set by the state board.

#### **D. Executive Committee**

1. The Executive Committee, or a majority of them, shall act as Trustees of this Association and all funds of this Association shall be deposited by the Secretary-Treasurer in such bank or institution as may be designated by them.

2. The Executive Committee shall review the books of the Secretary/Treasurer and the annual auditors report prior to the last day of the Annual State Convention and submit a written report of their findings to the convention.

3. At the expiration of their term of office or upon earlier termination thereof, they shall turn over to the Association or their successors all books, papers and other property they may have in their possession belonging to the Association.

4. The member of the Committee serving the third year of a three (3) year term of office shall be Chairman of the Committee.

E. The services of officers of the Association are available to all rural carriers.

F. All elected State Officers' convention reports shall be written. These written reports shall be made available to each State Convention delegate twenty-four (24) hours prior to being acted on by the convention delegates.

#### **Section 3. Election.**

A. No member shall be eligible for office in the District Association who has not been a member of the Association for two years prior to nomination and no member shall be eligible for office in State Association who has not been a member for three years prior to nomination.

- B.** The nomination and election of officers shall take place at each State Convention. Nominations shall be in order at any time after 10:00 a.m. on the first day of business and until the time of elections.
- C.** State Officers shall be nominated and elected by vote of the elected District Delegates, provided the delegates were elected by secret ballot by the membership of the District which they represent. The installation of officers shall take place immediately after the election.
- D.** All elections shall be by ballot. In the event of one candidate for any one office the proper motion to close nominations and elect by acclamation shall be in order.
- E.** When there are two (2) candidates for the same office, it shall require a majority of all votes cast to elect.
- F.** When there are three (3) candidates or more for any one office, after the primary ballot, the two (2) receiving the most votes cast shall run off, unless one candidate receives a majority in the primary balloting.
- G.** In the event of tie votes, in regard to (F) above, balloting shall continue between tie vote candidates until the number of candidates is reduced to two (2).
- H.** Write in votes shall not be considered valid.
- I.** Any member not satisfied with the election procedure followed at the State Convention may appeal to the State Board, in writing, within thirty (30) days following the close of the convention. The State President shall select a member and the two will select a third member to act as Chairman. The three-person committee shall conduct a hearing and render a decision. All three members of the committee must be members of this Association.

#### **Section 4. Salaries.**

- A.** No officer of the Association shall receive any salary except the President and Secretary-Treasurer. The President shall receive a salary of \$250.00 per month. The Secretary-Treasurer shall receive a salary of a 46 hour (step 12) using Table 1 plus benefits and be recognized as a full-time position.
- B.** Union Day of pay will be limited to and not to exceed the allowances as follows: President 15 days, Vice-President 12 days, Executive Comm. Person 6 days (each); Legislative Director 6 days. For purpose of special meetings called by the National Board, a maximum of 20 days total, Union Day of pay shall be used at the discretion of the Georgia State Board.

#### **Section 5. Expenses.**

- A.** The officers of this Association shall be reimbursed for all legitimate expenditures occasioned in the discharge of the work of the Association during the year, the said expense accounts to be approved by the Executive Committee and paid from funds appropriated by the State Convention at the annual State meeting.
- B.** Any officer of the Association, appointed or elected, shall not be reimbursed if said legitimate expenditures have already been reimbursed to the officer's spouse by the Auxiliary.

#### **Section 6. Removal.**

In case an officer shall prove unfaithful to the Association they may be impeached and removed from office by two-thirds vote of the convention and shall lose their membership in the Association.

#### **Section 7. Vacancy in Office.**

Any officer or Legislative Director of the Association, who shall be separated from the Rural Service through no fault of their own as determined by the Board of Control, shall hold office until the next meeting of the Association. Provided, however, that if any officer or Legislative Director voluntarily separates from the service, they shall resign at once and turn over to the Board of Control all property of the Association in their possession. The President shall immediately appoint a successor, subject to the approval of the Board of Control, unless such a vacancy occurs within



sixty days of the next annual meeting of the State Association, when the vacancy shall be filled by an election.

**A.** The office of the State Secretary-Treasurer, and the office of the Legislative Director are exempt and those offices may be held by retired carriers.

**B.** Except in the event of an advancement in the Civil Service Optional Retirement age, or a change in the High Three-Year Average Salary Formula Computation the requirement of resignation from the State Board by an officer who voluntarily separates from the service and is age 55 or greater, shall not apply. This is in keeping with a change in National Constitution and Bylaws of 1984.

## **ARTICLE V**

### **Meetings**

#### **Section 1. State Convention.**

The Board of Control shall select dates at least one week prior to the week which includes the 4th of July; so that the State Convention schedule does NOT include a holiday. To begin with the 2018 State Convention schedule.

#### **Section 2. Site Selection.**

**A.** The annual meeting place for the State Convention shall be selected by the convention. In the event the State Board deems the facility does not meet the criteria voted at the State Convention, the State Board has the authority to change the date and/or location of the State Convention.

**B.** The State Board shall bring before the delegates each year at least two (2) convention sites to be voted on by the delegates. The sites presented will be in the best interest of the association financially and as near to the host districts as possible.

- SE area - which comprises districts 1& 8
- NW area - which comprises districts 5 & 7
- SW area - which comprises districts 2 & 3
- NE area - which comprises districts 4 & 9
- Central area - which comprises districts 6 & 10

#### **Section 3. Delegates.**

**A.** No delegate or individual shall be seated from a District Association who is in arrears or not in good standing with the State Association.

**B.** Individual members not elected as delegates by their district may not be seated as convention delegates and permitted to vote for state officers. Delegate positions vacant at the time of State Convention will not be filled. Vacant positions will be voted by District Delegate at Large.

**C.** Each District Association shall elect, to the State Convention, one delegate for each twenty-five (25) members or major fraction thereof based on the membership as of March 1<sup>st</sup> for the current year plus one delegate at large. Election shall be by vote of the membership at District Spring Business Meeting, but election must be held at a time when all members may attend, such as night or holiday. No delegate shall be elected except by secret ballot. Nominations may include self-nomination. District Secretary-Treasurer shall notify all members, at least fifteen (15) days prior to the opening of the District Spring Business Meeting, of the time and place.

#### **Section 4. Compensation for State Delegates.**

The state Association Secretary-Treasurer shall pay to each District Delegate, duly elected and in attendance at all business sessions of the State Convention, unless excused by the Delegate at Large, the sum of, but not to exceed \$400.00. This proposed addition will be effective at the State Convention in the year of 2018.

#### **Section 5. State Officers.**

Each elected officer shall be entitled to vote on every question coming before the State Convention.

#### **Section 6. Quorum.**

Twenty-five members representing not less than four Districts shall constitute a quorum for the transaction of business. But a less number may adjourn to meet at a special time, due notice being given to all members in advance of such meetings.

#### **Section 7. Order of Business.**

1. Invocation
2. Singing of "America"
3. Calling Roll of Officers
4. Report of Credentials Committee
5. Roll Call and Seating of Delegates
6. Naming Members of Committees
7. Reading of Minutes
8. Report of Delegates
9. Report of Officers
10. Report of Special Committees
11. Unfinished Business
12. New Business
13. Election of Officers

#### **Section 8. Special Meetings.**

A special meeting of the Association may be called by the President upon written request of the majority of the Districts, provided no meeting shall be called within less than thirty (30) days' notice.

## **ARTICLE VI**

### **National Convention Delegates**

#### **Section 1. National Delegate Eligibility.**

**A.** Only Bargaining Unit Members and Retired Member in good standing may be nominated, elected or seated as delegates. Such "good standing" status shall be the sole prerequisite for determining eligibility or entitlement to service as a delegate or to any payment or benefit, except that the state has established reasonable rules to ensure attendance at the Convention.

**B.** A member who accepts or acts at any time in any capacity normally performed by a manager from the end of one Convention to the end of the next Convention shall be ineligible to be nominated or serve as delegate.

#### **Section 2. Nominations.**

**A.** Within each state association, nominations for National Delegate shall be submitted by U.S. Mail to a prearranged Post Office Box on a nominating ballot or copy. The nominating ballot shall be signed and show the name and address of the member making the nomination and may include self-nomination. The nominating ballot shall ***be posted on the NRLCA website and in all published issues of The National Rural Letter Carrier from December-May.***

**B.** Nominations for candidates for National delegate must be received in the pre-arranged Post Office Box at ***least 50*** days prior to the opening of the State Convention. Upon receipt, the State Secretary shall send a notice of nomination to the candidate by U.S. Mail.

**C.** A mail ballot for the nomination and election of National delegates shall be provided.

**D.** Nominations for National delegates within the State Association shall be accomplished by submitting nominations on a Nominating Ballot to be published in The National Rural Letter Carrier in the first issues in **December, January, February, March, April, and May**. Such nomination may include self-nomination.

**E.** Nominations for candidates for National delegate shall be in the office of the State Secretary-Treasurer at least **fifty (50)** days prior to the opening of the State Convention. Within seven (7) days of the State Secretary-Treasurer receiving the nomination, the nominated member will receive confirmation that a nomination was received.

### **Section 3. Election.**

**A.** It shall be the duty of a **Ballot Placement Committee** of three (3) appointed by the State Board to make a listing of the nominees, as determined by a random drawing. **No candidate for National Delegate may serve on this committee.** It shall be the duty of the Secretary-Treasurer to prepare a ballot listing the nominees in the order of the drawing for the position of Delegate to the National Convention and cause said ballot to be mailed to all members at least **twenty-five (25)** days prior to the opening of the State Convention.

**1. A member must be on the rolls at least 50 days prior to the opening of the state convention in order to be eligible to vote for National Delegate.**

**2. An Election Committee shall be appointed by the State President. No candidate for National Delegate may serve on the Election Committee.**

**B.** A plain envelope marked ballot shall be provided each member to seal the ballot for mailing to the GEORGIA RLCA Election Committee.

**C.** The number of candidates to be voted upon by each member shall not be more than the total number of delegate votes to which the State Association was entitled the previous year. Appropriate instructions shall be on each ballot stating the number of delegates to be elected and the name and mailing address of the GEORGIA RLCA Election Committee to whom they should be returned. The ballot must be returned to the GEORGIA RLCA Election Committee **not later than the Saturday** prior to the first business session of the State Convention. In reporting the results of the vote tabulation, the candidates shall be placed on a roster in accordance with the number of votes received.

**D.** The sealed plain envelope containing the ballot shall be returned to the GEORGIA RLCA Election Committee by the members in another envelope clearly identifying name and address of the member to permit verification of membership enrollment and to maintain the integrity of the voting procedure.

**E.** Ballots shall be returned to the GEORGIA RLCA Election Committee prior to the first business session of the State Convention and counted at the State Convention by an election committee appointed by the State President. Announcement shall be made in advance as to the time and place that the election committee will be tabulating ballots. Any candidate may observe the ballot tabulation. Ballots shall be counted on the Saturday just prior to the opening of the convention on Monday. The Election Committee will collect the mail on Saturday morning and the box will then be closed. Upon completion of the tabulation the results will be made available at the earliest possible business session of the convention.

**F.** The required number of delegates for the State Association, in accordance with Article VI, Section 2.c.2 of the National Constitution, shall be declared regular delegates and the remaining candidates shall be declared alternates in the order of their finish.

**G.** A State officer may not be automatically declared a National delegate by virtue of office held, unless elected to the State office by direct vote of the membership. If a State officer is elected to the position by the delegate system, to be a National delegate they must be a candidate and be elected in the state-wide election.

**H.** From the elected National delegates, a delegate-at-large and other National paid delegates to which a State

Association is entitled in accordance with Article VI, Section 3, of the National Constitution, will be designated as delegate-at-large, delegate #1 and delegate #2.

**I.** The President elected at the convention in which the convention ballots are counted, shall be named the delegate-at-large, provided that person was elected a delegate provided in Section 3, Paragraph H. In the event the president was not elected a delegate as provided in Section 3, Paragraph H, the delegate receiving the largest number of votes shall be named delegate-at-large. The delegate receiving the second highest number of votes shall be delegate #1, when the membership exceeds 800; the delegate receiving the third highest number of votes shall be delegate #2 when the membership exceeds 1600; and the delegate receiving the fourth highest number of votes shall be delegate #3 when the membership exceeds 2400. The State Association will send other delegates to the National Convention in such number as the State is entitled to, depending on the number of members on June 30 the Association year just ended.

**J.** The State Secretary shall prepare and send credentials to the National Secretary-Treasurer for the Delegate-at-large, regular delegates, and appropriate number of alternates immediately following the state convention. The credentials shall be embossed with the state's seal to verify authenticity.

**K.** Delegate-at-large and regular elected delegates will present photo identification to the Credentials Committee at the National Convention to receive their delegate badge to be certified and seated.

#### **Section 4. Compensation of State-Paid National Delegates.**

**A.** When a national paid delegate's mileage and per diem to National Convention are less than a State paid delegate to National Convention, the difference shall be paid from State funds.

**B.** A Delegate to the National Convention will not receive any compensation from the State Secretary-Treasurer for his or her expenses to the National Convention unless: (1) they attend all scheduled business meetings at the National Convention and remain at the Convention until the colors are retired and all delegate duties are completed. The only exception being an emergency, such as a death or life-threatening accident or illness, involving the Delegate or an immediate member of his or her family. The amount being paid to the Delegate would be pro-rated by the number of days spent in session at the Convention. The State Board shall retain full authority to render its own decision in this matter based on its own investigation of facts presented by the Delegate.

**C.** The State Association shall pay the Delegates for mileage at twice the IRS reimbursement rate for one-way travel and per diem during sessions of the National Convention to be set by the "Budget Committee" at the State Convention.

**D.** The State issued delegate checks shall be disbursed the last day of the National Convention as the session is closed.

## **ARTICLE VII**

### **State Board**

#### **Section 1. Members.**

There shall be a Board of Control consisting of the President, Vice President, Secretary/ Treasurer, a Legislative Director and three members of the Executive Committee.

#### **Section 2. Duties.**

**A.** Within ninety days following the close of the State Convention, the Board of Control shall publish the proceeding of the convention and distribute to each member of the Association. The proceeding shall contain a complete financial report for the year.

**B.** The Board of Control shall maintain a State paper, to be known as *The Rural Bulletin*. It shall be published monthly, except August and December and mailed to the entire membership of the State. They shall elect an editor from the membership of the Association, fix compensation and in general supervise Editor's work. The expense of the State Paper will be underwritten by the State Association.

### **Section 3. Meetings.**

**A.** This Board shall meet upon call of the President, or by majority vote of said Board, to the Secretary-Treasurer when matters of importance arise that need immediate attention during the interim between meetings of the Association.

**B.** All meetings of the Board of Control shall be recorded in writing by the State Secretary-Treasurer and those minutes be published in *The Rural Bulletin* as soon as possible. All members in good standing will be notified of the time and place of each regularly scheduled Board of Control meeting. *The Rural Bulletin* may be utilized for this purpose. All Board of Control meetings shall be open to members in good standing.

## **ARTICLE VIII**

### **Committees**

#### **Section 1. Convention Committees.**

**A.** Two full weeks before the annual convention, the President shall appoint from the list of regularly elected delegates then in the hands of the Secretary-Treasurer, a committee of three (3) on credentials, said committee shall meet at the headquarters of the annual convention on the evening prior to the opening of the convention and proceed to discharge its duties, so that on the first day of the convention the first regular order of business will be the report of the Credentials Committee on seating of delegates; final report on the credentials not later than 10:00 A.M. on the last day of the convention.

**B.** The President shall also appoint the following committees; a committee of three (3) members to be known as the Budget Committee; a committee of five (5) members on Constitution and a committee of three (3) members on Resolutions. These committees will meet at the headquarters of the annual convention two days prior to the opening gavel of the annual convention. The State Board of Control shall pay for one night's lodging for each member of these committees. The President shall also appoint a committee of three (3) members on Memorials, and a Sergeant at Arms who shall report at the beginning of the annual convention.

#### **Section 2. Special Committees.**

At the close of each meeting the President shall make such appointments of special committees as shall have been provided for and shall have authority to fill all vacancies occurring therein during the recess.

## **ARTICLE IX**

### **APPEALS**

#### **Section 1. State**

**A.** Any member aggrieved by any action of a State Association or Officer shall have the right to appeal to the State Board.

**1.** Appeals must be in writing and must be filed with the State President via first class mail within thirty (30) days of having knowledge of said action.

**2.** Within ten (10) days of receipt of such appeal, the State President shall notify all members of the State Board and the assigned Executive Committeeman and shall request via first class mail that the Charging Party

provide a letter of specific charges and relief sought. This letter of specificity along with complete documentation must be returned via first class mail within twenty (20) days of receipt of the President's request.

**3.** Upon receipt of the letter of specificity, the State President shall forward a copy to the Charged Party via first class mail for response. The Charged Party shall have (20) days to respond in writing and provide documentation to the State President via first class mail.

**4.** The State Board will review the charging party's letter of specificity, documentation, relief sought and the response of the charged party. The state board authorized, in consultation with the Executive Committeeman, to take the necessary action to resolve the issue within thirty (30) days. Extension of this 30-day time limit, when necessary, shall not exceed 15 days. The Charging Party(s) and Charged Party(s) (hereafter referred to as the Party or Parties) shall be notified in writing of the decision of the State Board within a reasonable period of time.

**B.** A Party not satisfied with this decision, or any other action of the State Board on said appeal, shall have the right to appeal to the National Board.

**1.** This appeal must be in writing via first class mail and must be filed with the President of the National Association within thirty (30) days of receipt of the State Board's decision. (NRLCA Constitution Article X Section 1.C.1,2,3)

**C.** Timeliness shall be determined by the Postmark

## **ARTICLE X**

### **Parliamentary Authority**

The parliamentary authority of the Association shall be Roberts' Rule of Order.

## **ARTICLE XI**

### **Amendment of Constitution**

**A.** This Constitution shall take effect immediately upon the adoption and may be amended at any annual meeting by two-thirds vote of the convention.

**B.** The Constitution, as revised at conventions, shall be printed at least every three (3) years and copies mailed to all members.

**C.** All proposed changes to this Constitution considered by the convention Constitution committee and Resolutions considered by the convention Resolutions committee must be in writing with ten (10) copies and presented to the State Secretary-Treasurer seven (7) days prior to the opening gravel of the convention.

**D.** All other Constitution changes and Resolutions will only be in order immediately following the conclusion of the convention Constitution or Resolutions report or during new business.

**E.** District Associations are subordinate to the State Association, all District Constitutions or rules governing the workings of the District Association must be in harmony with Constitution of the State Association.

## **ARTICLE XII**

In God We Trust.